



To All ALCOM Employees:

Beginning Monday, May 11th 2020, we will be taking our first steps towards **reopening abbreviated production operations at our Montana manufacturing plant**. Following a similar "phased" approach started at the ME facility this week, we will be limiting the number of concurrent employees on-site and working shorter shifts. As of 5/11/2020, and until further notice, all MT production employees should be prepared to work the following schedule(s):

Monday/Wednesday - 7AM to 12PM - Mission Line (Weld and Finish), Frontier Line (Weld and Finish)

Tuesday/Thursday - 7AM to 12PM - EZ-Hauler Line (Weld and Finish), Flats Line (Weld and Finish)

All production staff should note that entering and exiting the building will happen through the marked employee entrance only. Upon reporting to work (each day) we will ask you to "self-certify" your health, acknowledging that you meet the following criteria:

1. I have no COVID-19 symptoms.
2. I have not had close contact with individuals diagnosed or showing symptoms of COVID-19.
3. I have not been directed to self-isolate or quarantine.

In addition, we have ordered touchless scanners and will be measuring your temperature before you're allowed into the building. If you are running a fever, or displaying any other unhealthy symptoms, you will be asked to return home and follow proper protocol to monitor your health. Please also note that access to the building will only be permitted after 6:45AM, unless prior arrangements have been made with management staff. You need to avoid loitering before and after your shift(s) and keep social distancing guidelines in mind at all times.

Montana support personnel (stockroom, parts department, material handling, etc.), will be contacted by management to discuss scheduling for your department(s). Our intention is to also stagger your schedules while providing adequate coverage during working hours. Office staff should also anticipate a phone call from the leadership team to discuss "next steps" for each of you.

Please also note the following:

- All employees, regardless of location, current schedule or work requirements, will continue receiving wages for 40 hours as we move towards "normal production" at each plant.
- ME will be running an additional week (5/11-5/16) on the current modified schedule.
- SD staff will continue being called on an as-need basis to assist in project work at that location.

As always, your cooperation and support is much appreciated. We genuinely look forward to seeing each of you back at work. Until then, stay healthy and safe.